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Bylaws of the Faculty Senate 2-9-2004

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BYLAWS OF THE FACULTY SENATE

GEORGIA SOUTHERN UNIVERSITY

ARTICLE I - PURPOSE

Section 1. The Faculty Senate shall serve as the representative and legislative agency of the faculty. As such, it shall serve as the official faculty advisory body to the President. Within the policy framework of the Board of Regents of the University System of Georgia, and with the approval of the President, the recommendations of the Faculty Senate shall be the academic policy of the University to be implemented by the administration.

Section 2. The academic affairs of the University which concern the Faculty Senate and for which it shall be responsible in formulating policies and reviewing procedures include academic activities, general educational policy of the University, the welfare of the faculty, and other matters which maintain and promote the best interests of the faculty and the University as specified in the *Policy Manual of the Board of Regents*.

Section 3. These bylaws shall be interpreted to allow the Faculty Senate to accomplish its responsibilities and objectives provided such interpretation does not directly conflict with the Statutes of Georgia Southern University.

ARTICLE II - MEMBERSHIP AND MEETINGS

Section 1. Membership criteria are described in detail in Article V of the *Statutes* of Georgia Southern University. In particular,

- a. each college and the Library will have the total number of its regular full-time faculty divided by 15; for every 15 faculty members, or major portion thereof (i.e. 8-14) that unit will receive a Senate seat to be filled by election following each unit's election process.
- b. no unit shall have fewer than 2 senate seats, even if that means apportioning a seat to a unit that is not strictly called for by the ratio in part a of this section.

- c. should apportionment calculations direct a reduction in a unit's number of senate seats, no sitting senator will be removed; that seat will be eliminated when the first senator of that unit to reach his or her term limit rotates off the senate. Also, no unit will lose more than one seat in any given year, the SEC being charged with adjusting the terms of elected senators so that the staggered term rotation of senators in a unit will not be jeopardized.

Section 2. Policies for scheduling regular and called meetings and the frequency of meetings are also described in the *Statutes*. The President of the University shall provide to the faculty abbreviated minutes summarizing all action items within ten working days following each meeting. Any member of the University community is welcome to attend Senate meetings as an observer.

Section 3. Faculty Senate meetings shall be conducted according to *Robert's Rules of Order* and in accordance with the most recent Senate Protocol.

Section 4. By direction of the Board of Regents, the President of Georgia Southern University shall preside at all meetings of the Faculty Senate. The President may ask the Chair of the Senate Executive Committee to serve as Senate Moderator.

ARTICLE III - OFFICERS

Section 1. The officers of the Faculty Senate shall consist of the Chair of the Senate Executive Committee, the voting members of the Senate Executive Committee, the Senate Secretary, and the Senate Librarian. All officers shall be senators.

Section 2. The Senate Executive Committee shall serve as the chief governing body for all matters before the Senate, including procedure and protocol. It shall be the purpose of the Senate Executive Committee (SEC) to guide the actions of the Senate so as to enhance all Faculty Senate activities.

Section 3. The Senate Executive Committee shall consist of one senator from each college and the library elected by the faculty in their respective units for two-year staggered terms, and the Chair of the Senate Executive Committee. Additionally, the Senate Librarian and the Senate Secretary shall serve in an advisory role as non-voting members, unless they represent their colleges on the Senate Executive Committee. A non-voting staff member designated by the President shall serve as a liaison with the Senate Executive Committee. Staff assistance and administrative support shall be provided through the office of the Faculty Senate.

Section 4. The Chair of the Senate Executive Committee shall serve as Moderator at Senate meetings if so requested by the President of the University and facilitate the operations of the Faculty Senate. The Chair shall vote only in the case of a tie in the committee or in the Senate.

Section 5. The duties of the Senate Executive Committee shall be as follows:

- a. coordinate an orientation workshop for incoming senators and alternates prior to the first Faculty Senate meeting of the academic year on a date determined by the Senate Executive Committee;
- b. appoint a parliamentarian to counsel the presiding officer regarding matters of parliamentary procedure. The parliamentarian, who may be chosen from any member of the University community, must be confirmed by a majority vote of the Senate;
- c. review the report of the Senate Librarian as a means of expediting all Senate activities;
- d. review all proposed agenda items prior to the construction of the Senate meeting agenda. The Chair of the Senate Executive Committee shall advise the President regarding the inclusion of these items on the agenda;
- e. nominate one faculty member to serve as the institutional representative to the National Collegiate Athletic Association. This appointment must be confirmed by a majority vote of the Faculty Senate. There shall be a one-year apprenticeship prior to becoming the institutional representative. The institutional representative shall serve a six-year term of office (a total of seven years) and may succeed himself/herself for one term. In cases where the institutional representative has been elected to office in the Southern Conference and the term of that office exceeds the six-year term, the President of the University, in consultation with the Senate Executive Committee, may extend the term of the institutional representative to coincide with the term of the elected office in the Southern Conference. Such an extension shall normally be limited to no more than two years;
- f. nominate one faculty member to serve as the SPC Representative who shall serve a one-year apprenticeship and a two-year term. This appointment must be confirmed by a majority vote of the Faculty Senate;
- g. nominate one faculty member to serve a one-year term as Student Government Association representative. This vote must be confirmed by a majority vote of the Faculty Senate;
- h. appoint members to both standing committees and ad hoc committees. In general, members shall be chosen to ensure representation from across the University community. The Senate Executive Committee shall solicit interest for nomination or appointment to standing and ad hoc committees. However, in some cases, qualifications for committee membership shall accrue directly from the nature of the committee activity and the interest and talents of certain individuals;

- i. appoint and/or nominate as appropriate faculty to other University committees as requested by the President;
- j. ensure that each ad hoc committee has a specific charge that outlines measurable objectives and appropriate time constraints and require that each ad hoc committee submit to the Senate Executive Committee a written report summarizing its activity. The Senate Executive Committee shall provide reports to the Senate for review and action, as needed;
- k. meet at least once per semester with the Chair of each ad hoc committee and may meet with the Chair of any standing committee at the request of the Senate Executive Committee Chair. The purpose of these meetings is to review the committees' progress toward the accomplishment of their objectives and to provide advice and assistance as appropriate;
- l. review all the foundational documents of the University as they relate to the faculty, including but not necessarily limited to the *Statutes*, *Bylaws*, and various handbooks; examine extant committee structure of the Senate, including charges and composition; and recommend to the Senate such revisions or amendments as appropriate and necessary;
- m. keep and provide minutes of all Senate Executive Committee meetings.
- n. review and revise as appropriate the apportionment of Senators from the colleges and the library according to the *Statutes*; (See Article II, Section I and Article IV, Section 17)
- o. adjust term limits of committee members and Senators as necessary to ensure appropriate continuity and apportionment (See Article II, Section I and Article IV, Section 17); and
- p. shall communicate to the faculty at-large reminders of Senate Agenda deadlines, Senate meetings, locations of minutes, and the Librarian's Report.

Section 6. The duties of the SENATE SECRETARY shall be as follows:

- a. collect, write, and distribute minutes of the proceedings of Senate meetings to the faculty (as defined in the *Statutes* of Georgia Southern University) with staff assistance from the Office of the Faculty Senate. The minutes shall be distributed at least ten working days prior to the next scheduled Senate meeting.

Section 7. The duties of the SENATE LIBRARIAN shall be as follows:

- a. provide to the members of the Faculty Senate an informative summary report of all minutes provided to the Librarian by the chairs of the standing committees and ad hoc committees of the Faculty Senate. The Librarian shall prepare the "Librarian's Report" with staff assistance from the Office of the Faculty Senate and shall distribute the report to the Senate at least five working days prior to the next scheduled Senate meeting. Committees presenting reports as separate agenda

- items should post minutes on the Senate web page at least five working days prior to the Senate meeting for consideration by the Senate; and
- b. serve as a faculty representative on the advisory council to the Provost/Vice President for Academic Affairs and shall prepare and distribute to the Senate a summary of the issues addressed at those meetings.

Section 8. The Senate Secretary and the Senate Librarian shall be sitting senators or senators-elect elected by the Senate at its final meeting of the spring semester. The Chair of the Senate Executive Committee shall be a sitting senator and elected by the Senate at the final meeting of the fall semester preceding the beginning of his or her term. These three Senate officers shall serve one-year terms beginning with the first day of the following academic year and may succeed themselves for no more than one additional term (a total of two consecutive years). Persons elected to these positions must have had at least one year of service on the Faculty Senate prior to the start of the term to which they have been elected.

Section 9. Any action taken by the Senate Executive Committee may be overturned by a two-thirds vote of the Faculty Senate.

ARTICLE IV - COMMITTEES

Section 1. The Faculty Senate shall discharge its responsibilities through a system of standing and ad hoc committees empowered by and responsible to the Senate. Some of these committees shall be designated as standing committees which have a well-defined purpose and whose functions continue from year to year. Others shall be designated as ad hoc committees created to address a particular issue or area of interest. All members of the faculty, administrators, and students of Georgia Southern University are eligible for membership on Senate committees.

Section 2. Both standing and ad hoc committees shall be chaired by senators. Standing committee chairs shall be elected by the voting members of the committee while ad hoc committee chairs shall be appointed by the Senate Executive Committee.

Section 3. Chairs of standing committees shall provide the Senate Librarian with reports of each committee meeting within ten working days of such meetings for inclusion in the Librarian's Report. The chairs of the standing committees shall also submit, within ten working days, to the Senate Executive Committee a prioritized list of actionable items to be included as agenda items for consideration by the Senate. Actionable items are defined as those items which affect the academic policies of the University.

Section 4. The Senate Executive Committee shall appoint senators or senate alternates to committees based on college/library divisions. Serious consideration shall be given to the qualifications of individuals appointed to Senate committees to ensure that their interests and backgrounds are appropriate for the functions of the specific committees to which they are

appointed. A senator elected by a college or the Library to serve on a standing committee may not also serve as the appointed senator to that committee.

Section 5. Non-Senate faculty members of standing committees shall be elected by the colleges and the library. Vacancies of elected positions on committees that occur following the regular election period are to be filled for the remainder of the term using procedures internally devised by the colleges and the library.

Section 6. Membership on standing committees shall normally be for a two-year term with the terms of office staggered to ensure no more than 50 percent turnover in any given year. No faculty member may serve more than two consecutive terms on a standing committee.

Section 7. Ad hoc committees shall have a specific charge concerning their activities and shall be dissolved with a formal action by the Senate upon accomplishing their purpose.

Section 8. All committees are empowered and encouraged to invite for counsel and advice other members of the University community as appropriate.

STANDING COMMITTEES

Section 9. The responsibilities of the UNDERGRADUATE COMMITTEE shall be as follows:

- a. recommend to the Faculty Senate policy and procedures concerning undergraduate programs and curricula; review and approve all changes in undergraduate courses, major and minor programs, emphases, concentrations, and degrees; and maintain continuous review of all undergraduate academic programs;
- b. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- c. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3 and 11.

Section 10. Voting membership of the Undergraduate Committee shall be composed of senators or senate alternates representing each college and the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, and the SGA President or SGA Vice-President of Academic Affairs. The Chair shall be a senator elected by the voting members of the committee.

Section 11. The Chair of the Undergraduate Committee shall present the minutes to the Senate as a regular agenda item. Motions approved by the Senate shall be forwarded on to the President or other appropriate party for final disposition.

Section 12. The responsibilities of the GRADUATE COMMITTEE shall be as follows:

- a. recommend policy and procedures concerning graduate programs and curricula and maintain continuous review of such programs;
- b. review and approve all changes to graduate courses, graduate programs, and degrees;
- c. review and approve policies for the appointment and retention of faculty members to the Graduate Faculty. Recommendations for appointment to the Graduate Faculty shall be forwarded to the Provost/Vice President for Academic Affairs by the Dean of Graduate Studies;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3 and 14.

Section 13. Voting membership of the Graduate Committee shall be composed of senators representing each college and the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among the voting members of the committee, the Dean of Graduate Studies, and a Graduate student elected by the Graduate Student Organization. Senate and faculty representatives must hold graduate faculty status, full or associate. The Chair shall be a senator elected by the voting members of the committee.

Section 14. The Chair of the Graduate Committee shall present the minutes to the Senate as a regular agenda item. Motions approved by the Senate shall be forwarded on to the President or other appropriate party for final disposition.

Section 15. The responsibilities of the ACADEMIC STANDARDS COMMITTEE shall be as follows:

- a. review and recommend policy and procedures concerning academic standards as they affect the overall academic integrity of the University;
- b. recommend policy and procedures and act upon appeals concerning admissions, academic suspension and academic exclusion, special admission and readmission, and provisional and probationary procedures;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

Section 16. Voting membership of the Academic Standards Committee shall be composed of senators or alternates representing each college or the library, one per unit, appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee, and the Vice President for Student Affairs and Enrollment Management, or his/her delegate. The Chair shall be a senator elected by the voting members of the committee.

Section 17. The responsibilities of the ELECTIONS COMMITTEE shall be as follows:

- a. coordinate the election of faculty to the Senate according to the procedures set forth in the University Statute;
- b. coordinate any other Senate elections as directed by the Senate Executive Committee;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee;
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.; and
- e. Work with the President's office to coordinate elections to University committees with Faculty Senate elections. Monitor elections to University committees, including the Faculty Grievance Committee when requested by the President, and
- f. conduct apportionment calculations annually in January using the regular full-time faculty count available from the Provost. The committee will report their findings to the Senate Executive Committee, which will notify the election committees of the individual units re: those findings and how many seats they have open for election.

Section 18. Voting membership shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Secretary of the Senate, who shall vote in the case of a tie among the voting members of the committee. The committee shall be chaired by the senator.

Section 19. The responsibilities of the FACULTY DEVELOPMENT COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty development;
- b. review and evaluate proposals for faculty development funding and allocate funds budgeted for that purpose;
- c. review and evaluate nominations for awards and prizes in the area of faculty development; and

- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

Section 20. Voting membership of the Faculty Development Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee. The committee shall be chaired by the senator.

Section 21. The responsibilities of the FACULTY RESEARCH COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty research and creative projects;
- b. review and evaluate proposals for faculty research funding and allocate funds budgeted for that purpose;
- c. review and evaluate nominations for awards and prizes in the area of faculty research;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

Section 22. Voting membership of the Faculty Research Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee. The committee shall be chaired by the senator.

Section 23. The responsibilities of the FACULTY SERVICE COMMITTEE shall be as follows:

- a. recommend policy and procedures covering all aspects of the University's support of faculty service;
- b. review and evaluate proposals for faculty service funding and allocate funds budgeted for that purpose;
- c. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- d. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

Section 24. Voting membership of the Faculty Service Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee. The committee shall be chaired by the senator.

Section 25. The responsibilities of the FACULTY WELFARE COMMITTEE shall be as follows:

- a. conduct an on-going study of campus, University System of Georgia, state and national policies affecting faculty benefits and working conditions;
- b. solicit suggestions and concerns related to faculty welfare from individual faculty members and groups of faculty;
- c. monitor existing evaluation procedures, instruments, validity, collections and distribution of data;
- d. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- e. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

Section 26. Voting membership of the Faculty Welfare Committee shall be composed of senators or alternates representing each college and the library appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the Provost/Vice President for Academic Affairs, or his/her delegate, who shall vote in the case of a tie among voting members of the committee. The Chair shall be a senator elected by the voting members of the committee.

Section 27. The responsibilities of the LIBRARY COMMITTEE shall be as follows:

- a. review and recommend policy for the library, including public services and the allocation of departmental funds;
- b. address other specific questions in this area that may be requested by the Senate Executive Committee; and
- c. report to the Librarian, the Senate Executive Committee, and the Senate as described in Article IV, Section 3.

Section 28. Voting membership of the Library Committee shall be composed of one senator appointed by the Senate Executive Committee and faculty members elected by and representing each college and the library, one per unit. Non-voting membership shall be composed of the University Librarian or his/her delegate, who shall vote in the case of a tie among voting members of the committee, one undergraduate student and one graduate student, chosen in an

appropriate manner by the SGA and the Graduate Student Organization, respectively. The committee shall be chaired by the senator.

AD HOC COMMITTEES

Section 29. Any member of the faculty may request that the Faculty Senate establish an ad hoc committee by completing the following requirements:

- a. submit a request in writing to the Senate Executive Committee stating specifically the problem, issue, and/or area of concern. The request must demonstrate that the issue is one of general concern for the University and not a matter concerning only an individual college or administrative area;
- b. outline the desired result from the committee activity (e.g., a report, revision of the statutes, a new or revised administrative approach in a particular area). Requesting increased budgetary support in one or more areas at the expense of others is not a suitable purpose; and
- c. recommend (optional) the names of eligible persons who are interested or have special expertise in the identified area. Faculty senators and non-senators and other members of the University community are eligible to serve on ad hoc committees. Recommendations shall be considered but final determination of the membership of a committee shall be made by the Senate Executive Committee.

Section 30. The Senate Executive Committee shall decide whether to establish ad hoc committees. All requests to establish such a committee shall be answered in writing and shall be provided to the Faculty Senate with a statement from the Senate Executive Committee indicating approval or disapproval and the rationale for the decision.

Section 31. If the request to establish an ad hoc committee is approved, the Senate Executive Committee shall appoint members to the committee including a senator as committee chair. The Senate Executive Committee shall also prepare a specific charge for the committee and specify a requested due date.

Section 32. The faculty member requesting the formation of an ad hoc committee for which the request is denied may appeal to the full Faculty Senate as a regular agenda item. The Senate may override the decision of the Senate Executive Committee by majority vote of those present.

Section 33. Ad hoc committees shall have the following reporting responsibilities:

- a. provide an interim report to the Senate Executive Committee in writing at least once each semester; and

- b. present a final report in writing to the Senate Executive Committee by the requested due date. The report shall be submitted as a regular agenda item at a meeting of the Faculty Senate by the ad hoc committee chair.

ARTICLE V - RATIFICATION AND REVISION

Section 1. These 2000 Bylaws were approved by the Faculty Senate unanimously on October 24, 2000. Subsequent revision must be included as an agenda item and shall require a two-thirds vote of those present at a meeting of the Faculty Senate.

Section 2. The President shall call a meeting of the Corps of Instruction upon a petition of ten percent of the members of the Corps of Instruction to consider proposed revisions to these Bylaws or to reverse, rescind, or modify revisions approved by the Faculty Senate.

The *Bylaws*, Article III, Section 7, A, were amended to read “five working days” instead of ten working days. Approved by Faculty Senate Action February 12, 2001.

The *Bylaws* were amended to delete the Athletics Committee. Approved by Faculty Senate Action February 12, 2001

The *Bylaws* as amended were approved April 25, 2002.

The *Bylaws* as amended were approved by the Faculty Senate 3-27-03.

The *Bylaws* as amended were approved by the Faculty Senate 6-25-03.

The *Bylaws* as amended were approved by the Faculty Senate 10-16-03.

The *Bylaws* as amended were approved by the Faculty Senate 2-9-04.